

25X1

~~SECRET~~



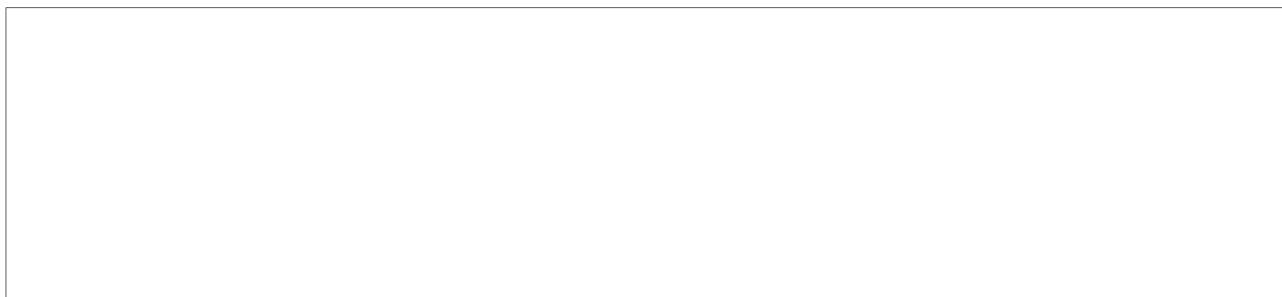
SUPPLY DIVISION WEEKLY REPORT
PERIOD ENDING 1 MARCH 1983



I. Progress Report on Tasks Assigned by the DCI/DDCI:

Negative.

II. Items or Events of Major Interest that have Occurred During the Preceding Week:

25X1



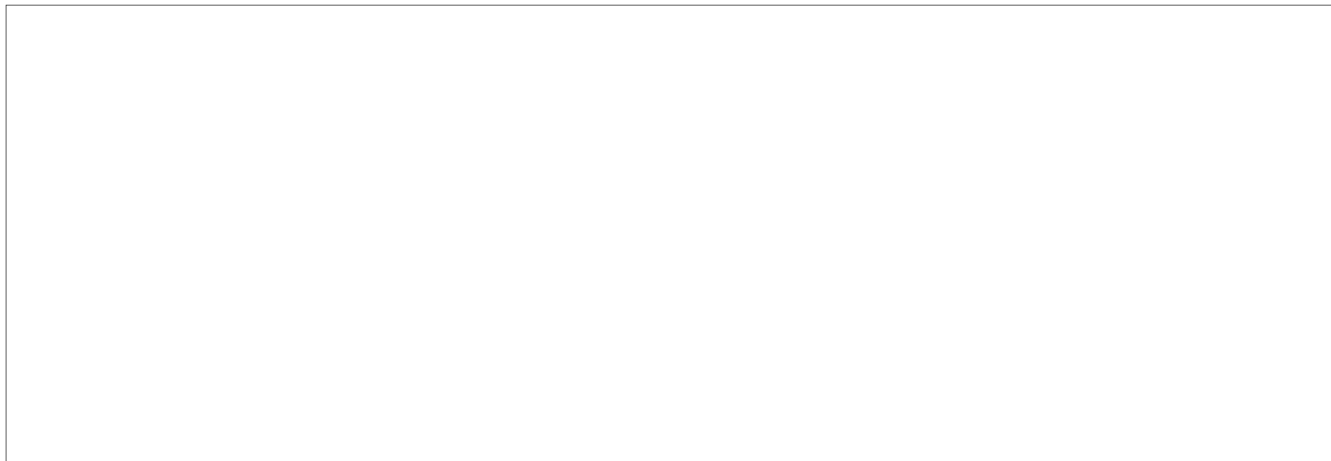
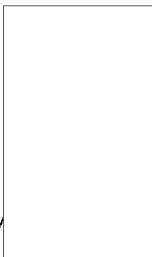
B. Headquarters Property Accounting Class: Sixteen students completed the second running of the Headquarters Property Accounting Class, which was held in  Building from 23-25 February. Student critiques indicate that the course was favorably received. 

25X1

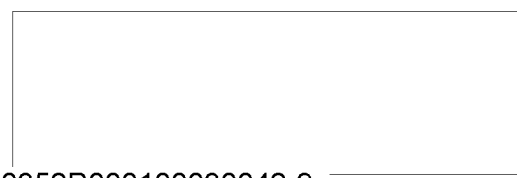
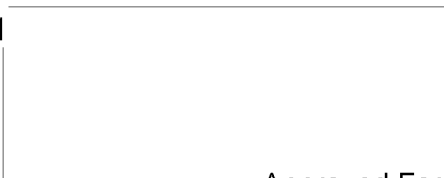
25X1

25X1

ILLEGIB



25X1



~~SECRET~~

SECRET

SUBJECT: Supply Division Weekly Report, Period Ending 1 Mar 1983

25X1 D. Progress on Obtaining Agency Wall Plaques: A total of
25X1 45 Agency wall plaques were ordered for stock on an earlier
requisition. Personnel from Supply Management Branch (SMB) and
Procurement Division (PD) met with the individual who hand paints
these plaques and, with a consensus of opinion, accepted the work
as depicted by a sample brought by the artist. [REDACTED]
[REDACTED]

E. Office of Logistics (OL) Encountering Increasing
Difficulty in Procuring Spares for Obsolete Communications Equip-
ment: Supply Division (SD) recently initiated several routine
stock replenishment actions to obtain spare parts for the SG-75
Oscillator, HFL 1000 RF Amplifier and ST-3B Transmitter. However,
when PD contacted our primary vendor, Harris Corporation, Harris
declined to bid on supplying the spares as all three systems are
obsolete.

Recognizing that this was probably not an isolated problem,
SMB proceeded to extract listings of assets on all items which
are maintained in stock to support these three older communications
systems. Copies of these listings have been turned over to
OC/FND/FEB/MSS for analysis. In addition, OC/FND equipment
manager has provided MSS with a projected replacement schedule
for these and several other obsolete communications systems.

As soon as the Office of Communications (OC) logistics and
engineering personnel have had an opportunity to review all
available data concerning these spares, SMB and MSS will take

SECRET

~~SECRET~~

SUBJECT: Supply Division Weekly Report, Period Ending 1 Mar 1983

action to either designate stocks as terminal, or order any additional parts required to support these systems for the remainder of their useful life.

F. Slow and Non-Moving Forms: A current listing of slow and non-moving forms has been compiled from the Inventory Control System. This list contained forms on which there were no issues in the past 18 to 24 months. The list was forwarded to the Agency Forms Manager's Officer, RMS/OIS, for his review. The SMB requested that the Forms Manager's Officer review the listing and advise SMB what forms should be retained or declared obsolete.

G. Customer Services - Monthly Statistics: For the month of February, statistics on various types of customer services are as follows:

Cables prepared		6
Requests for Status		618
Telephone	517	
Memo	76	
Walk-ins	25	
Requisitions prepared		79
Action cable conversions	46	
SPB cable conversions	20	
SPB letter requests	8	
Call-ins	5	
Vendor calls		140
Vendor memos		2
System updates		103

~~SECRET~~

~~SECRET~~

SUBJECT: Supply Division Weekly Report, Period Ending 1 Mar 1983

FARS Review 135

Forms 1931 prepared 9

Forms 1598 prepared 65

25X1

III. Significant Events Anticipated During the Coming Week:

Negative.

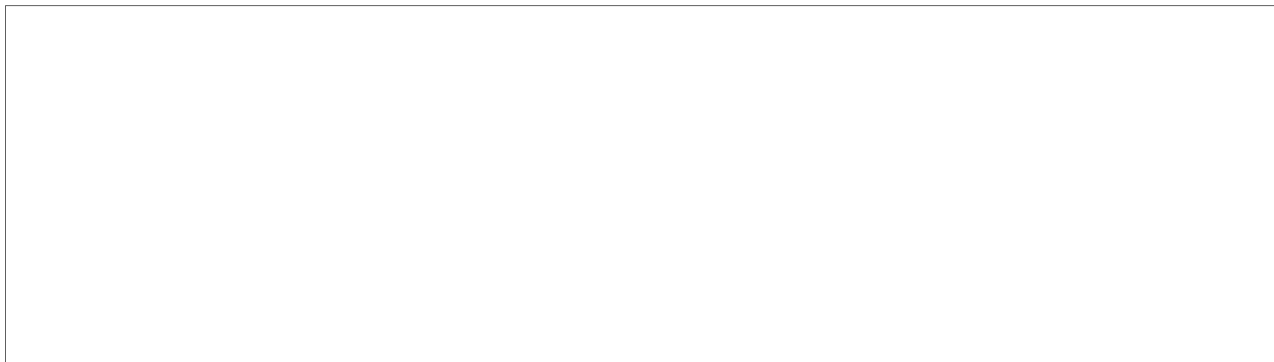
25X1

Page Denied

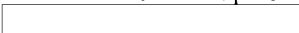
SECRET

SUBJECT: Weekly Report period ending 28 February 1983

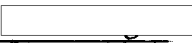

25X1



25X1

h. Safety: General Services Administration (GSA) certified 126 fire extinguishers for serviceability throughout the Depot. The annual Depot safety report was submitted to Chief, Supply Division. 


25X1

i. Roof Repairs  GSA personnel repaired three significant leaks on the roof. The areas repaired involved Storage and Issue Section, Unit II; Classification Repair & Disposal Section and Preservation and Packaging Section (P&PS). 

25X1


25X1

25X1

j. Preventive Maintenance: The carton making machines in P&PS were completely overhauled by the Depot maintenance mechanic. Worn parts were replaced and all mechanical parts were lubricated as required. Another complete rehab should not be required for at least three years. 



25X1

k. Miscellaneous: The first shipment of equipment for the Office of Communications RECAP Program arrived during the week. Sixty-two electronic equipment racks comprised the shipment which has been placed in Allocation 25 stock pending notification from OC to ship the materiel. 

l. Small Purchases Section: SPS received requisitions for 463 line items and processed receiveing documents for 363 line items. Expenditures for this period were \$58,654.00.

25X1

**SECRET**